**LETTER TEMPLATE**

**BUSINESS INTRODUCTION LETTER**

From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

**Date: (Date on Which Letter is Written)**

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Company Introduction Letter Template

Dear **(Sir or Madam)**

I, **(Name of the sender)** on behalf of **(Name of the company)**, am writing this letter to you to introduce our company which is new in the market. Our company was established, two years back, specializes in manufacturing all kinds of branded sheets that is used mainly in construction companies.

We give the best to our clients, and if you too require our services, we would be honored to provide it to you. Do check for our sample work on our website to get a brief idea of work. Till then would be awaiting your reply.

Yours Truly,

**Name of the organizer  
Sign of the organizer**